



**CHECK LIST FOR COMMERCIAL PRETREATMENT DRAWINGS
CONSTRUCTION DOCUMENTS - Building Permit (BP)**

Commercial Projects that generate oil/grease are required to have an approval for Pretreatment by the Department of Public Works. **Food Service establishments, Truck/Car Washes, Churches, Hospitals, Schools, Hotels, Motels and Grocery Stores are some of the categories.**

The following will be required for all project approval;

1. Plan review fee - \$100
2. Completed Commercial Waste Discharge Permit Application
3. Commercial Waste Discharge Permit Fee
4. Notarized letter for pretreatment system maintenance

1. _____ A **site utility plan** must be submitted with building plan review. If you are submitting plans for a tenant build out in a shopping center, identify the tenant space and pretreatment system assigned to the tenant on the site utility plan submitted. Only **(1) copy** is required for building review if a land disturbance permit has been approved for the project.
2. _____ The sizing of grease/oil separator will be based on the Fulton County STD 702, STD701, unless otherwise stipulated. Architectural and civil plans must coordinate the size and location of oil/grease traps if they are shown on both sets of plans. Review FC STD 702, 701 for grease trap requirement based on seating capacity. If the facility does not follow the seating standard requirement for grease traps, then a calculation sheet for the project deviation can be provided.
3. _____ Interior grease traps can be allowed for facilities with no frying, no hot food preparation, no stoves, no ovens, no large volume of grease waste discharge and limited seating. However, this will be determined by the County whether an interior pretreatment system will be installed. An electronic automatic grease recovery unit (AGRU) is only allowed in properties where it is determined an exterior in-ground system is not possible to install. Interior grease traps must be placed above the floor and not recessed in the floor to catch waste discharge from a (3 or 4) compartment sink. If other equipment is identified in kitchen as a grease waste source, additional grease trap (s) may be required to control the waste discharge.
4. _____ Interior plumbing plan must show discharge to grease trap or oil water separator from designated equipment. (***Riser diagram and plumbing plan from equipment***) All waste lines must be clearly indicated (GW/OW). No mop sinks, garbage disposal, or can wash areas are to discharge to grease waste line. No condensation lines or waste from frozen food coolers in grocery or meat market stores should discharge to grease trap. No water heater drains or floor drains in non-essential areas that do not have grease waste are to be discharged to grease waste lines. No roof drains are to discharge to grease trap or oil separator.
5. _____ Maintenance letter for scheduled pumping of pretreatment systems, submit at LDP or BP review. Letter must state how often systems will be maintained. All statements must be **notarized** and signed by individual responsible for facility operations or owner of business.
6. _____ Complete commercial waste discharge permit application and return within **(10) days** of issuance. Application must be received before project will be approved.

7. _____ Required sheets for review are the cover sheet, utility site plan, architectural floor plan of the facility, seating layout, kitchen equipment/schedule plan, and plumbing plans showing grease waste discharge from facility equipment to grease/oil water separator.

VEHICLE CAR WASHES, MAINTENANCE SHOPS, & CAR DEALERSHIPS: (in addition to the above)

Interior plumbing plan must show discharge to oil water separator and (or) sand trap from equipment in shop areas, car maintenance or car wash areas. An architectural floor layout of facility designating areas of building. Label all trench drains and floor drains in maintenance shop areas. Provide information with regard to recyclable materials such as oil, Freon, and transmission fluid. Define clean up procedures if a dry clean up method is to be used in car maintenance/repair shop area.

7. _____ a.) **Commercial car washes** - Material Safety Data Sheets for soap wash products(MSD). Manufacturer data on wash system/flow balance to indicate % recycle or backwash to sanitary sewer. For use of car washes with reclaim systems, manufacturer product sheets must be submitted for review. Sand trap sizing for car/truck wash area.

b.) **Apartment complex car wash areas** are required to post signs in car wash areas stating, **"No maintenance of vehicles"**. A sand trap is required in the car wash area. An apartment complex may be required to install an oil/water separator if more than (1) car wash bay will be built in a designated area. Maintenance letter for scheduled pumping of oil interceptor & (or) sand trap.

General Plan Requirements

Contract documents must have an architect or engineer seal. Contract documents submitted should be a minimum size 34x22. Please provide at least **(1) set** of sheets indicated in item #7 for initial review. (3) Additional sets will be required once the project has been approved. Allow **7-10** business days for review to be completed.

If plans are not approved upon first submittal, corrections will be issued to the project contact person. Once corrections have been completed an appointment for final sign -off of project can be made. Project plans will be discarded after **30 days** if not picked -up.

All required fees must be paid by a check or money order payable to Dept. of Public Works.
Checks must be printed with customers current information. No bank starter checks will be allowed
NO CASH IS ACCEPTED

Submit **pretreatment plans only** to the address below:

ATTN: LEOLA SCOTT
Department of Public Works
Water Services Department
1030 Marietta Hwy.
Roswell, GA 30075